



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

SHERIFF'S CONTRACT MANAGER

Class No. 000975

■ CLASSIFICATION PURPOSE

To administer the Sheriff's Contract Unit including the design, implementation, and monitoring of contracted services provided by the Sheriff to local cities and communities and to manage the procurement of high valued goods and services used by law enforcement in support of daily operation.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position unclassified management class allocated only to the Sheriff's Department. The incumbent reports to the Director, Sheriff's Management Services and is responsible for formulating policy and designing, implementing, and monitoring contracted services provided by the Sheriff to various entities throughout the County.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Formulates, interprets, and implements contracting policy and procedures relating to Sheriff's services.
2. Supports line operations by managing the procurement processes for acquiring high valued goods and services including aircraft, information technology systems and software, equipment, facilities construction and repair and consultancy services.
- 3.
4. Represents the Sheriff and County in contract negotiations with Federal, State, local, and non-governmental agencies.
5. Monitors contract compliance by department and recommends program design and future service plans.
6. Prepares staffing and fiscal configurations, cost allocation plans, and pricing structures to department management for review.
7. Prepares feasibility studies, including internal and external overhead costs, formulas, and revenue projections.
8. Writes contract language and confers with County Counsel on legal issues and contract obligations.
9. Oversees contract administration and set-up of reporting systems and procedures for administrative and for contracting parties.
10. Attends special meetings with County administrators, public officials, and community leaders.
11. Gives presentations using fiscal and statistical program data to inform and update officials on contracted service costs.
12. Makes formal presentations to elected and appointed officials as well as high ranking command staff within the department.
13. Performs special studies and projects as assigned.
14. Supervises subordinate professional level staff.
15. Develops and maintains solid working relationships with elected and appointed officials from the various agencies to which law enforcement and security services are provided.
16. Provides advice, consultation and support to incorporated cities that contract with the Sheriff's Department for law enforcement services.

17. Supports the Contract Law Enforcement Technical Advisory Committee (CLETAC)
18. Manages procurement projects, audits service level provisions and manages fiscal elements of contracting (accounts receivable, cost allocation, financial forecasting, etc.).
19. **Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public.**

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- California Government and Public Contracts Codes.
- County contracting policy and procedures.
- Service contract negotiation procedures.
- Legal administrative codes pertaining to law enforcement agencies.
- Principles of contract negotiation and monitoring.
- Budgeting and effective utilization of fiscal resources.
- County law enforcement operations.
- Grants administration and proposal writing.
- Supervision, training, and general administration.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

##### Skills and Abilities to:

- Negotiate and prepare contract documents.
- Analyze, interpret, and apply pertinent provisions of governmental policies, mandates, legislation, and contracts.
- Review and evaluate contract and grant proposals.
- Organize and define service options in the law enforcement area.
- Prepare correspondence, reports, budget and contract documents, and give presentations for public officials, executive management, the media, and the general public.
- Establish and maintain effective working relationships with others.
- Effectively communicate orally and in writing.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Effectively develop and manage a highly skilled and motivated staff.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

1. The possession of a bachelor's degree from an accredited college or university in Business Administration, Accounting, Public Administration, Criminal justice or closely related field; AND,
2. Five (5) years of experience in a supervisory or professional administrative level position with responsibility for contracts negotiation, implementation, and monitoring.

**NOTE:** Substantial professional training and experience in development and management of service and expenditure contracts is highly desirable.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None Required.

#### Working Conditions

Office environment; exposure to computer screens.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation that may include a psychological, polygraph or other examination or test.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: November 24, 1995  
Reviewed: Spring 2004  
Revised: March 27, 2006**

---

Sheriff's Contract Manager (Class No. 000975)

Union Code: UM

Variable Entry: Y